

**CONFIDENTIAL**  
Security Information

MEMORANDUM FOR: Office of General Counsel

25X1A

ATTENTION: 

SUBJECT: Minimum Service for Overseas Tours

1. Receipt is acknowledged of your memorandum to Special Contracting Officer, dated 12 June 1953, with a copy of the proposed staff agent letter of appointment attached thereto.

2. There appears to be some misunderstanding relative to the staff study referred to in Paragraph 2 of your memorandum. The Personnel Office is not currently in process of preparing a staff study for the Deputy Director (Administration) to provide a basis for the necessary policy decision covering the question of minimum service for all overseas tours. It had been suggested that this office draft a staff study on the question of paying travel and transportation expenses in connection with home leave. Our answer to this was not in the form of a staff study but rather a memorandum to the Deputy Director (Administration), dated 12 June 1953.



25X1A

  
GEORGE E. MELOON  
Personnel Director

**CONFIDENTIAL**  
Security Information

25X1A

MEMORANDUM FOR: Office of General Counsel

ATTENTION: [REDACTED]

SUBJECT: Minimum Service for Overseas Tours

1. Receipt is acknowledged of your memorandum to Special Contracting Officer, dated 12 June 1953, with a copy of the proposed staff agent letter of appointment attached thereto.

2. There appears to be some misunderstanding relative to the staff study referred to in Paragraph 2 of your memorandum. The Personnel Office is not currently in process of preparing a staff study for the Deputy Director (Administration) to provide a basis for the necessary policy decision covering the question of minimum service for all overseas tours. It had been suggested that this office draft a staff study on the question of paying travel and transportation expenses in connection with home leave. Our answer to this was not in the form of a staff study but rather a memorandum to the Deputy Director (Administration), dated 12 June 1953.

GEORGE E. MELDON  
Personnel Director

Distribution:

- 1 - RPS
- 1 - SC&AS
- 1 - OPD Chrono
- 1 - Reading

**CONFIDENTIAL**